Instructions for Session Chairs and Speakers

1. **Instructions on How to Share Screen in Zoom**

    1.1 When you are in a Zoom meeting, you can share your screen by clicking Share Screen button on the bottom of Zoom (see Fig. 1);
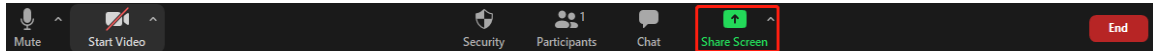

Fig. 1. Bottom control buttons of Zoom.

    1.2 A pop-up window will show to let you choose the screen to share (see Fig. 2);
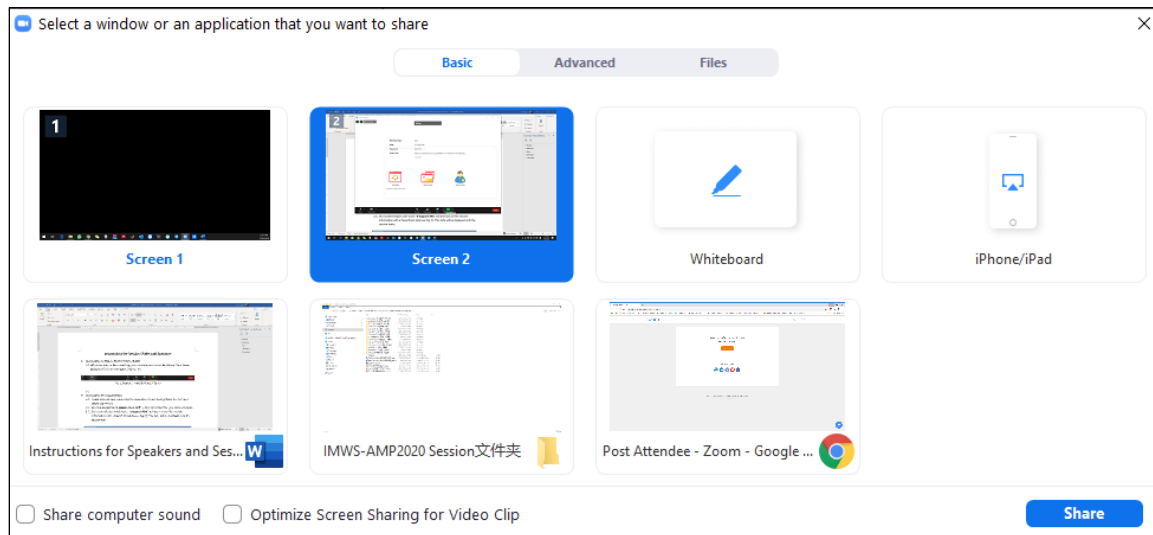

Fig. 2. Pop-up window to select the screen/application to share.

    1.3 Be sure to share the window containing your presentation slides.

2. **Instructions for Session Chairs**

    2.1. Please arrive at your room using the respective Zoom Meeting link at least 15 mins before the session;

    2.2. Rename yourself as "**0-Session Chair-XXX**", where XXX stands for your name in English;

    2.3. Our student helpers with name "**0-Support-XXX**" will brief you on the session information with a PowerPoint slide (see Fig. 3); This slide will be displayed until the session starts;

Presentation Lists

TP3B-1 15:40 – 16:10	Substrate Integrated Waveguide (SIW) Technology for Communication and Sensing **(invited)**	
	Maurizio Bozzi	
TP3B-2 16:10 – 16:25	Novel Dual-Band Bandpass Filters Using Short-Circuited Coupled-Line Resonator	
	Wei Nie, Zhichao Han, Yinghao Wang, Liangbo Xie, Mu Zhou	
TP3B-3 16:25 – 16:40	Balanced Dual-band SIW Bandpass Filter with Enhanced Selectivity	
	Peng Li, Min Huang, Dan Zhao, Zhenzhong Rao, Renhong Xie, Yibin Rui, Hui Chu	
TP3B-4 16:40 – 16:55	Analysis and Verification of Four-Way Gysel Power Divider with Arbitrary Power Dividing Ratio	
	Hongping Li, Haidong Chen	
TP3B-5 16:55 – 17:10	Frequency Tripler Design by Using Dual-Mode Hybrid Coupler for High-Isolation Wireless Sensing	
	Hao Zhang	
TP3B-6 17:10 – 16:25	Self-biased CPW Circulator with Low Insertion Loss	
	Sumin David Joseph, Yi Huang, Alex Schuchinsky, Richard Lebourgeois, Laurent Roussel	

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Session ID : TP3B
Session Chair(s) : Maurizio Bozzi, Wei Nie

Instructions

To Session Chair(s):
➢ Please rename yourself as "**0-Session Chair-XXX** (your name in English)"

To Speakers:
➢ Please rename your self in Zoom as "**1-Speaker-XXX**(your name in English)", " **2-Speaker-XXX**", ……, according to the presentation sequence
➢ Please get your slides ready.

To Audience:
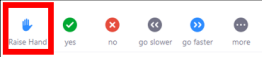➢ During Q&A, please "raise hand" and wait for the Chairs to unmute you before you can speak.

Fig. 3. PowerPoint slide with all the session information

2.4. The student helper will also make you "co-host" so that you can share your screen when you want to present or help manage the session; please also read Section 1 of this instruction for more information on how to share screen in Zoom;

2.5. When the session starts, the student helper will mute the rest participants;

2.6. After you let a speaker present his/her paper; the student helper will make the speaker "co-host" so that he/she can share the slides;

2.7. Please keep each presentation to the allotted time slot; the student helper will notify you when time is running out;

2.8. During the Q&A, you can encourage audiences to "raise hand" (see Fig. 3); when you choose an audience, the student helper will unmute him/her;

2.9. For those presentations via pre-recorded videos, the student helper will play the video.

3. **Instructions for Speakers**

3.1. Please arrive at your room using the respective Zoom Meeting link at least 15 mins before the session;

3.2. Rename yourself as "**X-Session Chair-YYY**", where X is the ordinal number of your paper in this session; YYY stands for your name in English;

3.3. Our student helpers with name "**0-Support-XXX**" will help test the Share Screen function of Zoom with you; please also read Section 1 of this instruction for more information on how to share screen in Zoom;

3.4. Once the session chair let you present your work, the student helper will make you "co-host" and you will be able to share your screen;

3.5. If you choose the presentation mode of pre-recorded video, the student helper will play the video for you, you do not need to share your screen.